



INSTRUCTIONS FOR IMMIGRANT AND FIANCE VISA APPLICANTS

We have received evidence entitling you to immigrant/fiance(e) visa status. While no assurance can be given regarding the date of your visa interview, please take the following steps.

FIRST

Obtain the documents on this checklist. As you obtain each document, check the box for each item. Do NOT send the documents to the consular office.

1. **PASSPORTS:** A passport must be valid for travel to the United States and must have at least 8 (eight) months' validity beyond the issuance date of the visa.
2. **BIRTH CERTIFICATES:** An original and one certified copy of the birth certificate for each person named in the application is required. The certificate must state the date and place of birth and the names of both parents. If you or any children were adopted, you must submit a certified copy of the final adoption decree as well. Photocopies are acceptable provided the original is offered for inspection by the consular officer.
- UNOBTAINABLE BIRTH CERTIFICATE:** In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration, provided it contains the date and place of the applicant's birth and information concerning parentage, and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.
3. **MARRIAGE CERTIFICATES/TERMINATION OF PRIOR MARRIAGES:** Married persons are required to present an original and certified copy of their full marriage certificate. Proof of the termination of any previous marriage must also be submitted (e.g. death certificate of spouse, final decrees of divorce or annulment).
4. **POLICE CERTIFICATES:** Applicants aged 16 years or over must submit a police certificate from the police authorities of the country of the applicant's nationality or current residence where the applicant has resided for at least six months since age 16. Police certificates are also required from all other countries where the applicant has resided for **at least one year**. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. A certificate issued by the police authorities where you now reside must be of recent date when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. To determine which countries' certificates are unobtainable, please check: http://travel.state.gov/visa/fees/fees_3272.html. If specific questions arise regarding police certificates, please consult the consular office. **Certificates are valid for 12 months from the date of issuance.**
5. **COURT AND PRISON RECORDS:** Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of whether they may have benefited subsequently from an amnesty, pardon, or any other act of clemency.
6. **PHOTOGRAPHS:** Each **visa applicant** must submit **two full-face photos** with the name printed on the back of the picture. For more information on photo requirements, please check our website: <http://poland.usembassy.gov>
7. **EVIDENCE OF SUPPORT FOR IMMIGRANT VISA APPLICANTS:** Form I-864, a contractual Affidavit of Support, must be submitted for most family-based applicants and employment-based applicants when a relative is the petitioner or has ownership interest in the petitioning business. The enclosed information sheet provides guidance for preparing the I-864. Other applicants must show evidence that they are not likely to become public charges in the United States.
8. **EVIDENCE OF SUPPORT FOR FIANCE(E) VISA APPLICANTS:** Any evidence showing that you and members of your family who will accompany you are not likely to become public charges in the United States. Form I-134 may be used when an Affidavit of Support is submitted for a fiance(e).
9. **MILITARY RECORDS:** The original and a translation of any military record, if applicable.

If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present at the interview the originals of all civil documents which establish your claimed relationship to the petitioner.

All documents not in English, or in the official language of the country in which application for a visa is being made, must be translated into English by a certified translator.

SECOND

As soon as you have obtained all of the documents that apply to your case, carefully read the statement at the bottom of this page, sign and date it, and send the form to the consular office processing your case. **You will not be scheduled for an appointment until you sign and return this checklist along with a completed Form DS-230 which you will find in this packet.**

After we receive this form, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your category and country becomes current. You will receive an appointment letter along with instructions for a medical examination approximately one month before your scheduled interview with a consular officer. You should not be expecting to receive any further correspondence from the consular office until the appointment is scheduled. You may monitor the appointment schedule at our website: <http://poland.usembassy.gov>

Schengen visas: Immigrant visa applicants from countries that need visas to enter Poland should contact Polish consular posts in their home countries at their earliest convenience and inquire about current procedures and timeframes for processing applications for Polish visas. Due to technical and procedural concerns, you may be required to stay longer than 2 days in Poland to complete the processing of your case. You should apply for a Polish visa valid 3 to 5 days.

For the total fee for an immigrant visa/fiance visa application – please check on the Embassy website: www.poland.usembassy.gov Each applicant must be prepared to pay the required fee on the appointment date.

Please do not contact our office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children.

Enclosures:

1. DS-230 Part I - Biographic Data
2. Information Sheet on I-864
3. Police certificate

APPLICANT'S STATEMENT

I have in my possession and am prepared to present all the documents listed in items 1 through 9 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me.

Case Number: _____

Your last and first name: _____

Current Mailing Address: _____

Phone Number (cell/stationary) _____ E-mail: _____

Date: _____ Signature: _____

You will not be scheduled for an appointment until you send this form Instructions for Immigrant and Fiance Visa Applicants and DS-230 Part I by:

- a) e-mail to: publicwrw@state.gov with these forms as scanned attachments;
- b) fax at: + 48 22 504 2088;
- c) mail to: Immigrant Visa Section, U.S. Embassy, ul. Piekna 12, 00-540 Warszawa, Poland.
If from the U.S., please send to: Immigrant Visa Section, American Embassy Warsaw, 5010 Warsaw Place, Washington, D.C. 20521-5010.

PLEASE DO NOT SEND ANY DOCUMENTS OTHER THAN IV/F04 AND DS-230 PART I TO THE EMBASSY.

IT IS YOUR RESPONSIBILITY TO KEEP US INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES.